

# **Software User's Manual (UM)**

**The Log Angeles Community Garden Inventory and Locator**

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# Table of Contents

**TABLE OF CONTENTS ..... II**

**TABLE OF TABLES..... III**

**TABLE OF FIGURES .....IV**

1. Introduction ..... 1

    1.1 System Overview ..... 1

    1.2 System Requirements ..... 1

2. Operational Procedures..... 2

3. Troubleshooting ..... 12

    3.1 Frequently Asked questions ..... 12

    3.2 Error Codes and Messages..... 12

    3.3 Notes ..... 12

# Table of Tables

No table of figures entries found.

# Table of Figures

*Figure 1* - .....2

*Figure 2* - .....2

*Figure 3* - .....3

*Figure 4* - .....3

*Figure 5* - .....4

*Figure 6* – .....4

*Figure 7* - .....5

*Figure 8* – .....5

*Figure 9* - .....6

*Figure 10* – .....6

*Figure 11* – .....7

*Figure 12* - .....7

*Figure 13* - .....8

*Figure 14* - .....8

*Figure 15* - .....8

*Figure 16* - .....9

*Figure 17* – .....9

*Figure 18* – .....10

*Figure 19* - .....11

*Figure 20* - .....11

# 1. Introduction

## 1.1 System Overview

The Community Garden Inventory and Locator website has been designed for use by the LANLT and related organizations to facilitate access and updating of Los Angeles County garden information. The system serves to replace the current Community Garden Inventory Worksheet with a centralized database accessible via the internet which is maintainable directly by LACGC, LANLT, UCCE, and LACC staff. The system supports insertion, updating, searching and sorting of information in the database as well as the ability to export customized reports. Finally, a public-facing front-end provides access to search through basic garden information, find gardens based on location and export PDF reports.

This user manual is intended for use by various LANLT or related organizational staff. This manual has been tailored for use by LANLT and related organization's staff and thus will not cover usage of the public-facing component. This manual covers the use of all included system functionality as well as a Trouble Shooting section.

## 1.2 System Requirements

Since the Community Garden Inventory and Locator system is a website there are essentially no software or hardware requirements to access the system other than an internet connection and a web browser. This section outlines which operating systems and browsers were tested with and are known to work. Some level of future and backwards compatibility is assumed but has not been rigorously tested.

### 1.2.2 Software Requirements

- Supported Operating Systems:
  - Windows: Vista, 7
  - Apple: OSX 10.7
- Supported Browsers:
  - Internet Explorer 9.0
  - Firefox 8.0
  - Google Chrome 15.0
  - Apple Safari 5.1

## 2. Operational Procedures

### 2.1.1 Login to the System:

1. Navigate to <http://www.finalUrl.com/Admin>
2. Enter username / password and click “Log In”

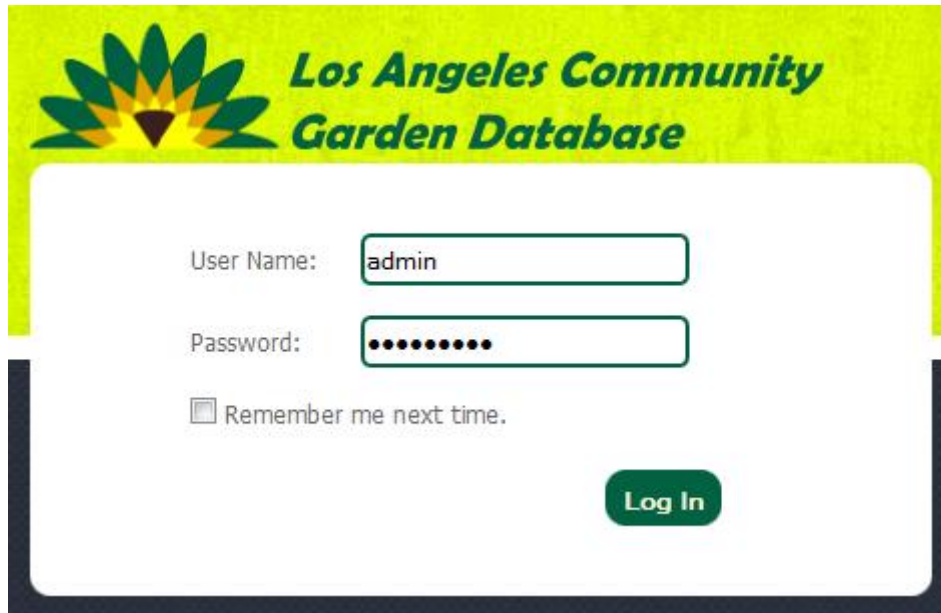
The screenshot shows the login interface for the Los Angeles Community Garden Database. At the top, there is a logo consisting of a stylized green and yellow flower. To the right of the logo, the text "Los Angeles Community Garden Database" is displayed in a green, serif font. Below the logo and title, there is a white rectangular box containing the login fields. The "User Name:" label is followed by a text input field containing the text "admin". The "Password:" label is followed by a password input field with ten black dots. Below the password field, there is a checkbox labeled "Remember me next time." To the right of the checkbox is a green button with the text "Log In" in white.

Figure 1 -

### 2.1.2 Logout of the System:

1. Click the “Logout” button in the top right corner of any page

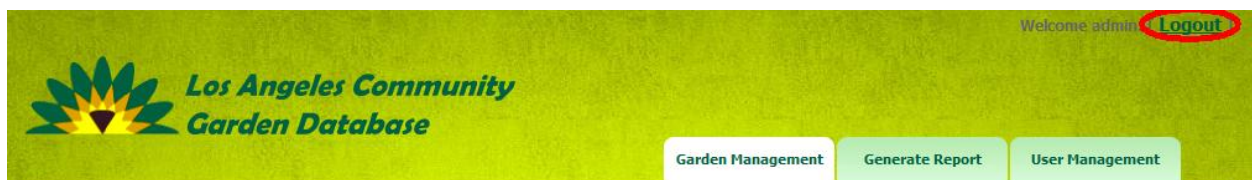


Figure 2 -

## 2.1.3 Manage Users:

1. Login to the system as an Administrator
2. Navigate to the User Management tab

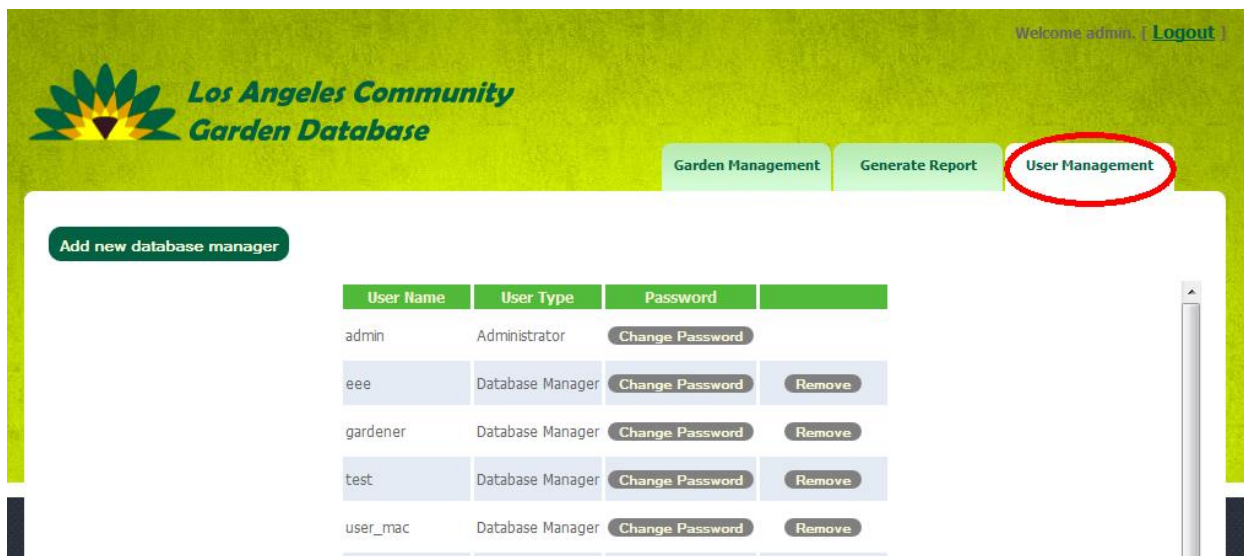


Figure 3 -

## 2.1.4 Add New User:

1. Click "Add new database manager"

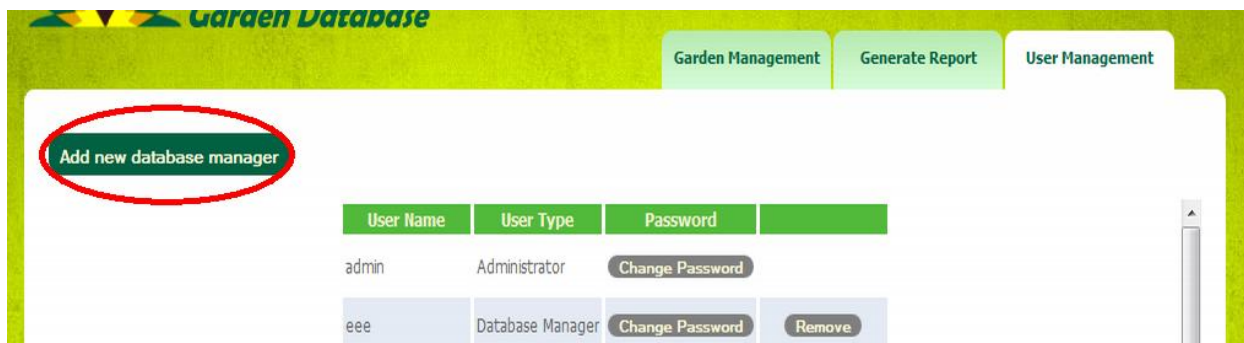


Figure 4 -

2. Add User Name and Password
  - a. Password requirements: minimum of 8 characters and must contain at least one special character
3. Select User Type from the dropdown box

Welcome admin, [ [Logout](#) ]

**Los Angeles Community Garden Database**

Garden Management | Generate Report | **User Management**

**Create a new user**

User Name:

Password:  **Strength: Good**

Confirm Password:

User Type:

**Create User**

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Privacy Policy | Terms of Use | XHTML | CSS

Figure 5 -

4. Click “Create User”

## 2.1.5 Delete User:

1. Click “Remove” next to the user account you wish to delete

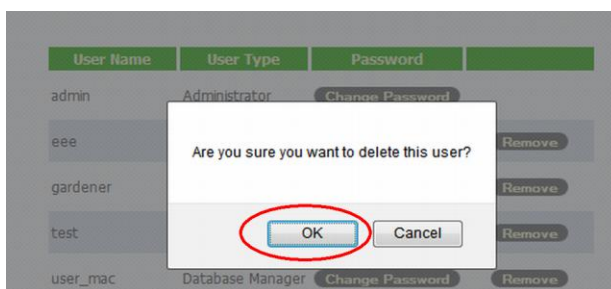
**Add new database manager**

| User Name | User Type        | Password                        |                        |
|-----------|------------------|---------------------------------|------------------------|
| admin     | Administrator    | <a href="#">Change Password</a> |                        |
| eee       | Database Manager | <a href="#">Change Password</a> | <a href="#">Remove</a> |
| gardener  | Database Manager | <a href="#">Change Password</a> | <a href="#">Remove</a> |
| test      | Database Manager | <a href="#">Change Password</a> | <a href="#">Remove</a> |

Figure 6 –



- Click “OK” in the confirmation box to permanently delete the user account



## 2.1.6 Change User's Password:

- Click “Change Password” next to the user account you wish to update

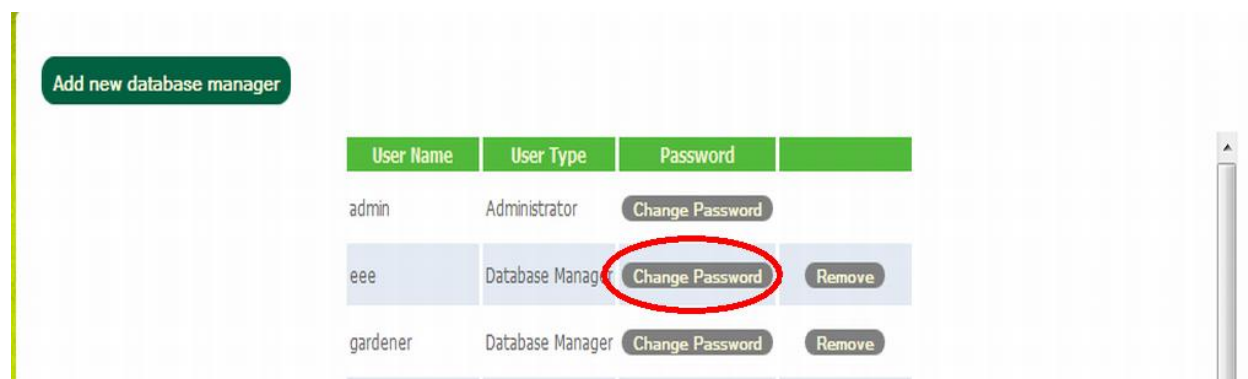


Figure 7 -

- Enter in the desired new password in both text boxes
- Click “Change Password” to permanently change the password OR click “Cancel” to exit this action

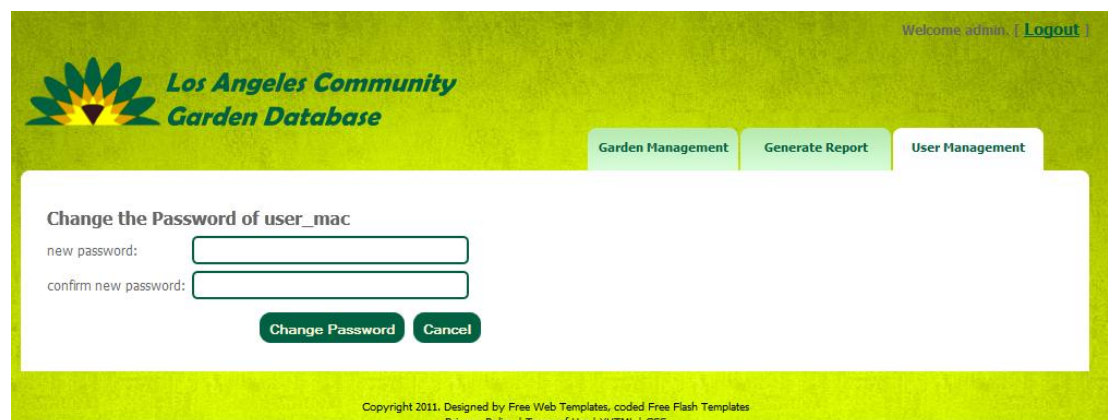


Figure 8 –

## 2.1.7 View Garden Information:

1. Click on the “Garden Management” tab
2. Navigate through the table by clicking the pagination links in the top/bottom left corners of the table

Welcome admin. [ [Logout](#) ]

**Los Angeles Community Garden Database**

[Garden Management](#) [Generate Report](#) [User Management](#)

[Search](#) [Clear Search](#)

1 2 3 4 5 6 7 8

|  | Garden Name  | Street Address                        | City/Community | State | ZIP   | Lat.     |
|--|--|---------------------------------------|----------------|-------|-------|----------|
|  | Oakland Community Garden                                     | N. Oakland Avenue and E. Maple Street | Pasadena       | CA    | 91607 | 34.15386 |
|  | Ocean View Farms   | 3300 S. Centinela Avenue              | Mar Vista      | CA    | 90805 | 34.01594 |
|  | Orcutt Ranch Horticultural Center<br>Rancho Sombra del Roble | 23600 Roscoe Boulevard                | West Hills     | CA    | 90650 | 34.22092 |

Figure 9 -

## 2.1.8 Sort Garden Information:

1. Click on any column header to sort the table by that column
2. Click the column a second time to sort the table by that column in reverse order

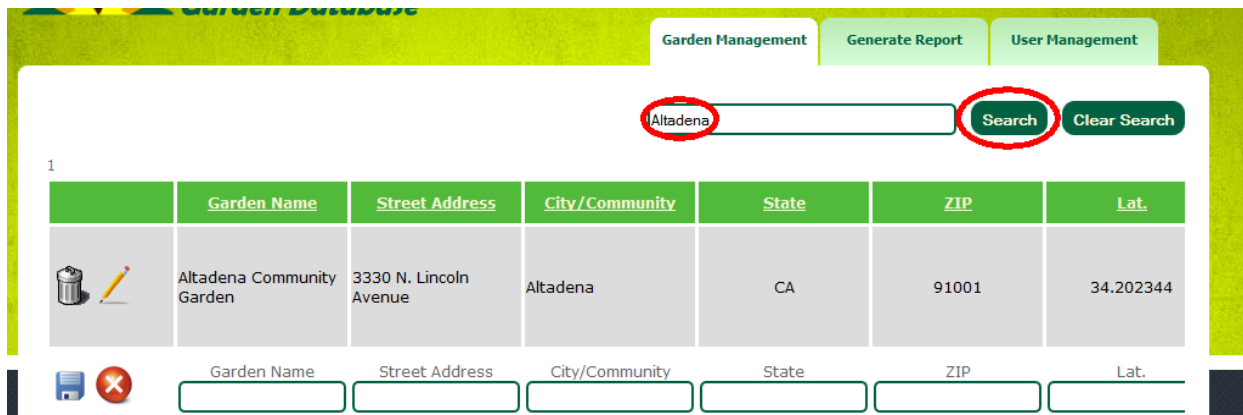
1 2 3 4 5 6 7 8

|  | Garden Name                      | Street Address                 | City/Community      | State | ZIP   | Lat.     |
|--|----------------------------------|--------------------------------|---------------------|-------|-------|----------|
|  | Bougainvillea Community Garden   | E. 103rd Street & Grape Street | Los Angeles         | CA    | 90002 | 33.94467 |
|  | Sepulveda Garden Center          | 16633 Magnolia Boulevard       | San Fernando Valley | CA    | 90004 | 34.16796 |
|  | Norman Harriton Community Garden | 2037 N. Sanborn Avenue         | Los Angeles         | CA    | 90005 | 34.10675 |
|  | Rosewood Gardens                 | 4160 1/2 Rosewood Avenue       | Los Angeles         | CA    | 90007 | 34.08047 |
|  | Van Nuys Garden Center           | 16400 Chase Street             | North Hills         | CA    | 90012 | 34.22463 |

Figure 10 -

## 2.1.9 Search Garden Information:

1. Enter the search term(s) into the text box next to the “Search” button
2. Click the “Search” button or hit the Enter key
  - a. Limitations & workarounds

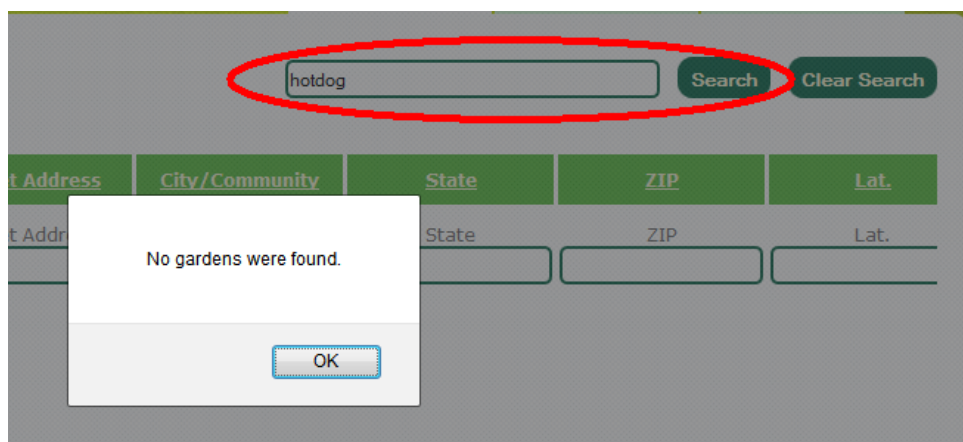


The screenshot shows the 'Garden Management' tab selected. A search bar contains the text 'Altadena', and the 'Search' button is highlighted with a red circle. Below the search bar is a table with the following data:

|   | Garden Name               | Street Address         | City/Community | State | ZIP   | Lat.      |
|---|---------------------------|------------------------|----------------|-------|-------|-----------|
| 1 | Altadena Community Garden | 3330 N. Lincoln Avenue | Altadena       | CA    | 91001 | 34.202344 |

Below the table are input fields for Garden Name, Street Address, City/Community, State, ZIP, and Lat., each with a corresponding icon (a trash can and a pencil for Garden Name, a red X for the others).

Figure 11 –



The screenshot shows the search bar containing the text 'hotdog'. The 'Search' button is highlighted with a red circle. A modal dialog box is displayed in the foreground with the message 'No gardens were found.' and an 'OK' button.

Figure 12 -

3. Click the “Clear Search” button to once again view all available garden information

## 2.1.10 Add New Garden Record:

1. Scroll to the bottom of the table on the Garden Management page
2. Enter all relevant information in the bottom row of textboxes
  - a. The following fields are required for adding a new garden: **Garden Name, Street Address, City/Community, State, Zip, Lat. and Long.**
3. Click the blue floppy disk icon (save button) to add the new garden to the database
  - a. Error conditions
4. Click the red X icon (cancel button) to clear all fields in the insert row

Columbia Park Community Garden 4045 190th Street Torrance CA 90504 33.86323

Save Cancel

Garden Name Street Address City/Community State ZIP Lat.

New Garden 1234 Happy Lane The Mothership CA 00000 45.597

1 2 3 4 5 6 7 8

Figure 13 -

## 2.1.11 Update an existing Garden Record:

1. Click the pencil icon (edit button) next to the garden record you want to update

|  | Garden Name               | Street Address         | City/Community | State | ZIP   | Lat.     |
|--|---------------------------|------------------------|----------------|-------|-------|----------|
|  | Altadena Community Garden | 3330 N. Lincoln Avenue | Altadena       | CA    | 91001 | 34.20234 |

Figure 14 -


2. Make your desired changes
3. Click the blue floppy disk icon (save button) to commit your changes to the database
4. Click the red X icon (cancel button) to cancel editing the garden record

|  | Garden Name          | Street Address         | City/Community | State | ZIP   | Lat.      |
|--|----------------------|------------------------|----------------|-------|-------|-----------|
|  | Garden Name          | Street Address         | City/Community | State | ZIP   | Lat.      |
|  | Altadena Community G | 3330 N. Lincoln Avenue | Altadena       | CA    | 91001 | 34.202344 |

Figure 15 -

## 2.1.12 Delete Garden Record

1. Click the trash can icon (delete button) next to the garden record you want to delete



|   | Garden Name               | Street Address         | City/Community | State | ZIP   | Lat.     |
|---|---------------------------|------------------------|----------------|-------|-------|----------|
|  | Altadena Community Garden | 3330 N. Lincoln Avenue | Altadena       | CA    | 91001 | 34.20234 |

Figure 16 -

2. Click “OK” in the confirmation box to permanently delete this garden record

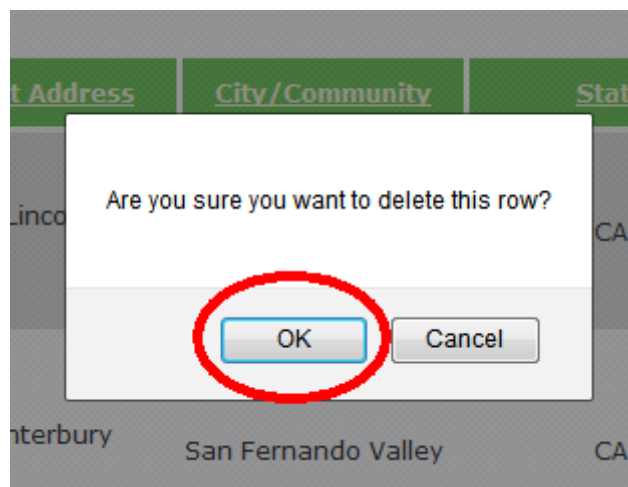


Figure 17 –

## 2.1.13 Export Garden Information:

1. Click on the “Generate Report” tab
2. Move fields you want to include in the report to the Selected Fields column (left column)
  - a. Selecting one or more fields in either list box and then using the single arrow buttons [< , >] results in moving just the selected fields between the two list boxes.
  - b. To move ALL fields between the two list boxes, use the double arrow buttons [<< , >>]

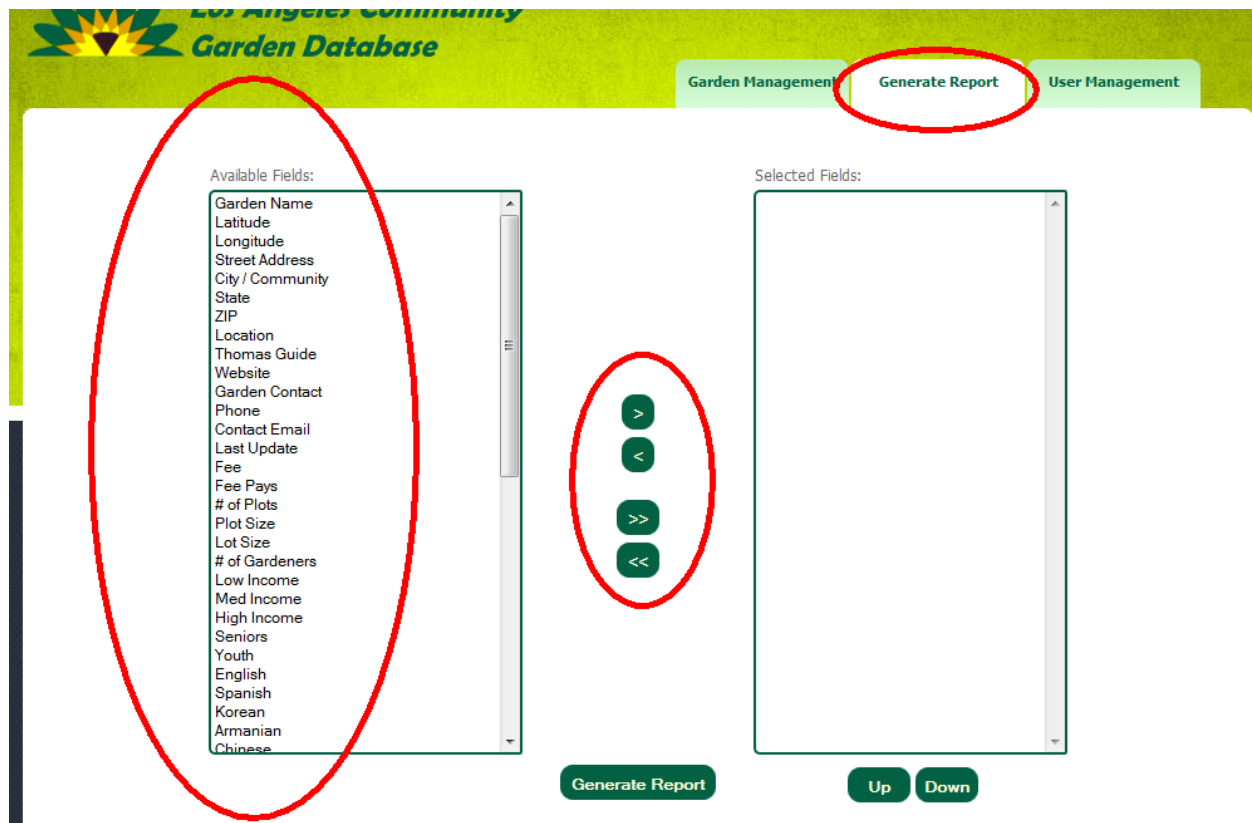


Figure 18 –

3. Change the order the columns will appear in the report with the up/down buttons
4. Click “Generate Report” to generate the report

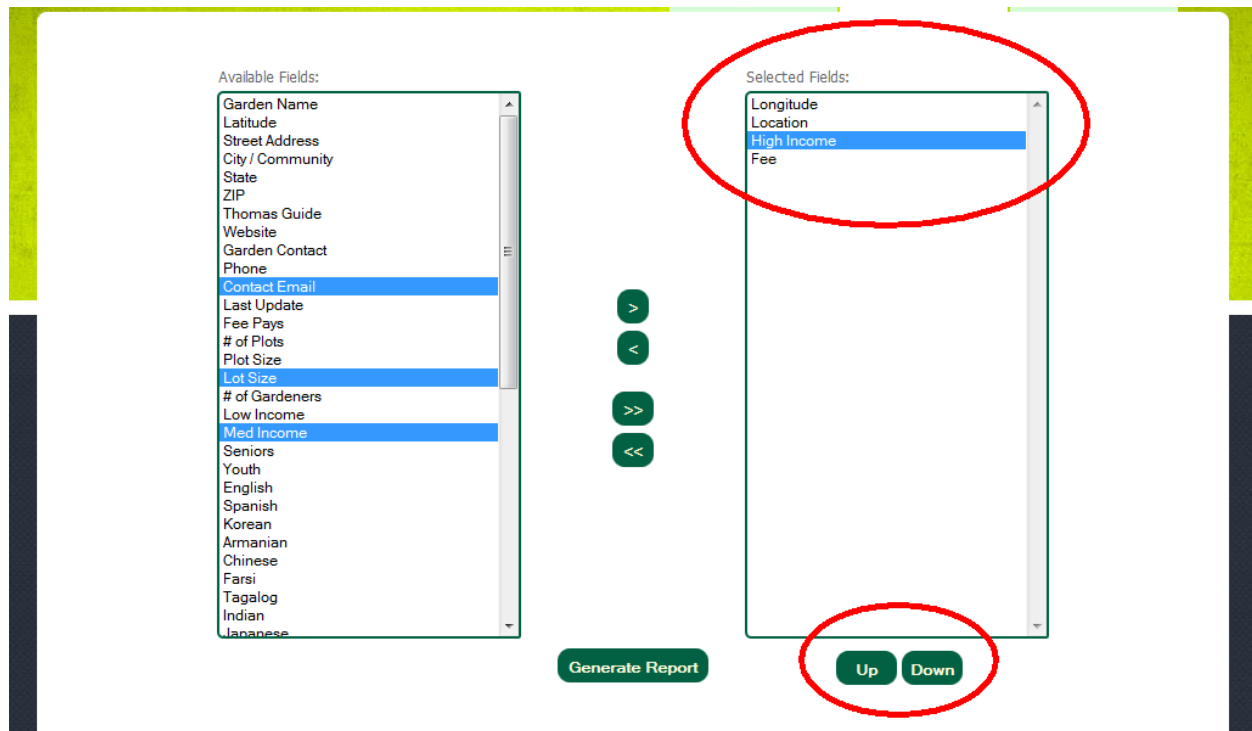


Figure 19 -

5. A downloadable excel document will be generated and available to open / save

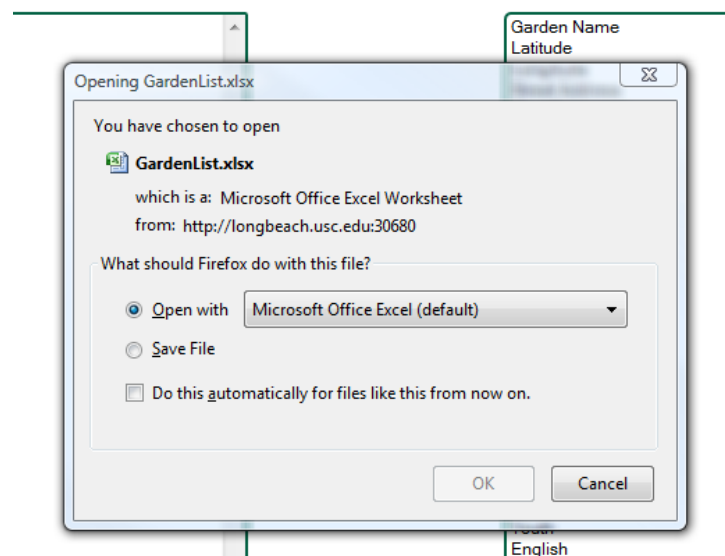


Figure 20 -

## 3. Troubleshooting

### 3.1 Frequently Asked questions

**Q:** Why does the blue icon (save button) not work sometimes?

**A:** This can be caused by a number of issues but is generally related to validation errors. If the save button seems unresponsive, scroll across all fields and look for error messages. Many fields have very specific format requirements, character limits, etc. If no fields show any error messages and the problem persists, you may be trying to add a new garden record that has the same Garden Name as an existing garden. The database will not accept more than one garden to have the same Garden Name.

### 3.2 Error Codes and Messages

Types of

### 3.3 Notes

1. **Administrator:** A system user who has access to the User Management portion of the website. The Administrator is the only user capable managing other users of the system including the ability to add new users, remove existing users and update existing user information (password, etc).
2. **Database Manager:** A system user who has access to all system capabilities except User Management. The Database Manager is the typical user who has access to add, update and remove information from the Community Garden Database.
3. **Database Viewer:** A system user who has read-only access to the data in the Community Gardens Database and who can generate reports. Like the Database Manager, the Database Viewer cannot manage other users.
4. **LACC:** Los Angeles Conservation Corp
5. **LACGC:** Los Angeles Community Gardening Council
6. **LANLT:** Los Angeles Neighborhood Land Trust
7. **UCCE:** University of California Cooperative Extension